

STATE RECORDS COMMITTEE
APPROVAL SIGNATURE SHEET
RECORDS RETENTION SCHEDULE
APPLICATION #950329-01
Sheet 1 of 3

Schedule Number: 95-0027
Effective Date: July 17, 1995

Supersedes Schedule #: 83-0880
Effective Date: 11/02/83

Creating Agency: Department of Administrative Services
Fiscal Services Division
Risk Management Services

Series Title: Liability, Fidelity Bond, Statutory Bond, Indemnification and Property
Claims Files.

Dates Covered: 1994 - [ongoing]

Class: Individual office schedule, applicable to Risk Management Services only

Access: Confidential (O.C.G.A. §50-18-72(2))

Disposition

Instructions: A. Incoming Documents

All incoming documents are scanned, the image checked for legibility and positioning, and stored on an optical platter (see below).

Once the original document is scanned and verified, they are boxed (in standard records storage boxes, 10"x12"x15") and the boxes labeled with the box number and scan-date(s).

Note: All unsettled/open claim file documents have been scanned, verified and stored on optical platters.

1. Original Document Disposition

- a. Upon transfer of the back-up platter to off-site security storage, seal the records storage boxes.
- b. Then destroy.

B. Digital Document Images

Document scanning is done in a secured room with controlled access.

Verified document images are stored to a Write Once Read Many 5-1/4" optical platter; platters are stored in a 144-bay jukebox.

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**Disposition
Instructions**

(Continued):

Once an optical platter is filled to capacity, a back-up duplicate is made and the duplicate transferred to off-site security storage.

Each document is assigned a unique identification number and that number is keyed (indexed) to a [the appropriate] claim file record in the claims file application (computer) system.

Claims processing and the associated document routings are managed by Risk Management Services' "workflow management" software that is integrated with the claims file application system.

The claims file application system captures and maintains a record of each access/ transaction to claims file data and to document images.

Document images and claim file records are maintained active until a claim is settled or otherwise closed.

1. Document Images (settled or closed claim files).

- a. When the claim file is settled or otherwise closed, assign "closed" status to that file and all related images. ("Closed" status restricts access to the file data and related images, but these remain accessible with the proper access code/authority.)
- b. Seven (7) years after the claim is settled, purge the index links to all the claim's related images from the claim file application system.

2. Optical platters (settled or closed claims files).

- a. When all claim files with related images on an optical platter have been closed, transfer the platter to inactive, on-site storage.
- b. Hold in inactive storage for seven (7) years.

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Retention
Instructions
(Continued):

- c. Retrieve the back-up platter (duplicate) from security storage.
- d. Then destroy both optical platters.

The State Records Committee, by authority of the Georgia Records Act (O.C.G.A. §50-18-90 *et. seq.*) approves these disposition instructions for this records series.



Edward Weldon
Secretary of State Designee



Date

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